LaRC
Financial Users' Network (FUN) Forum

Reid Center

September 18, 2008

Agenda

9:00 – 9:05 am	Welcome	Yvonne Dellapenta
9:05 – 9:20 am	Appropriation Restructure	Erica Thurmond
9:20 – 9:35 am	Close-out/Start-up	Peggy Morrison
9.35 – 9.40 am	WebTADS Login Using a VPN	Gene Griffith
9:40 – 9:55 am	eTravel Update	Avis Smith
9:55 – 10:15 am	Langley Integrated Financial Environment (LIFE) I	Robin Land
10:15 – 10:20 am	Questions/Wrap Up/Upcoming Topics	Kathy Ferrare

Welcome

Yvonne Dellapenta
4-2760

Appropriation Restructure

Erica Thurmond

4-2112

Key Messages

- Agency transitioning from 3 to 7 Appropriations
  - Direct
    - CM&O, Institutional Investments and Corporate G&A will be treated as Direct Projects – no longer Institutional
  - Reimbursable
    - All funding within Cross Agency Support appropriation
- Funds Distribution / Transactional Impacts
  - Labor Funding
  - Purchase Requisitions
  - WBS Structures – New 6-Digit Project Numbers
    - CM&O (16 to 1 mapping)
    - Institutional Investments (1 to 1 mapping)
    - Corporate G&A (1 to 1 mapping)

Budget Structure
High Level Crosswalk from Three to Seven Appropriations

Current Name	Fund Prefix	PY09 Name	Fund Prefix
Exploration Capabilities	EXC	Space Operations	EXC (1)
Science, Aeronautics & Exploration	ESA	Exploration	EXP
		Science	SCE
		Aeronautics	AER
		Education	EDU
		Cross-Agency Support	CAS
		- CM&O	
		- Agency Management and Operations (AM&O)	
		- Institutional Investments	
		- Congressionally Directed Programs	
Inspector General	OIG	Inspector General	OIG

Impacts to Center Process

- Center Labor Pool Design
  - Current
    - Labor Funds Availability Check is performed at the Business Area/ Fund/Commitment level
    - The majority of labor funding is concentrated in one of the two available funds (ESA/EXC) at each Center
    - Individual Projects are not required to cover their labor as long as sufficient budget is available within the Fund/Commitment item
  - Future
    - Labor Funds Availability Check will be the same; however additional granularity is introduced due to new appropriation structure – Up to 6 Funds
    - The Mission Directorate/HQ OCFO will need to exercise greater oversight and accountability to ensure timely distribution of funds in order to post labor into SAP

Impacts to Center Process

- Purchase Requisition / Travel
  - Requisitioner / Traveler may be using the same WBS (FY 08 to FY 09) but will need to site new Fund name (prefix) on requisition / travel authorization if ESAX22008D was used in FY 08
  - All Reimbursable funding will use the CASX22009R fund if citing PY 09 authority

Example:

PY 08

- WBS: 561581.02.03.03.03.06 in the Aeronautics Mission
- Fund: ESAX22008D

PY 09

- WBS: 561581.02.03.03.03.06 in the Aeronautics Mission
- Fund: AERX22009D

Impact to Center Management & Operations (CM&O) Project Structures

- For PY 08 processing, the CM&O landscape consisted of several 6-digit projects but budget control was managed under one funded program equal to "*CMO*"
  - Centers can manage allocation of CM&O budget to the various functional areas without requiring HQ to move funds between these areas
- For PY 09 processing, if the same number of 6-digit projects (new number assignments) are used to define the CM&O landscape – each project would need to be funded separately from HQ
  - Centers would loose the flexibility to manage their allocation of CM&O budget

CM&O Single 6-Digit Structure

PY 2007 and PY 2008 CMO Structure		Proposed PY 2009 CMO Structure	
Sorted by Old WBS Structure			
WBS Element	Description	WBS Element	Description
014368	Other Personnel Costs	123456.02	Other Personnel Costs
120361	Fabrication		~~Fabrication~~
129985	Facility Services	123456.10	Facility Services
158302	Environmental Mgmnt	123456.03	Environmental Mgmnt
176226	Systems Management		~~Systems Management~~
291098	E-Gov Center Implementation		~~E-Gov Center Implementation~~
292487	Institutional Administration	123456.01	Institutional Administration
299147	Security Program	123456.04	Security Program
305311	Technical Excellence	123456.05	Technical Excellence
325288	Safety & Mission Assurance (S&MA)	123456.07	Institutional Safety
516063	SMA Technical Authority	123456.08	SMA Technical Excellence
526282	Science & Engineering Ops	123456.09	Science & Engineering Services
691633	Center Unique Functions		~~Center Unique Functions~~
698671	Center Investments Account	123456.06	Center Investments Account
743368	Test Services		~~Test Services~~
869933	Information Services	123456.11	Information Services

CM&O Single 6-Digit Structure

- Required to transition from 16 Project Numbers in CMO pool to a single 6-digit Project
- Same functional breakout as we have within current Level 1/Level 2 WBS elements
  - Level 1 New CMO Project number
  - Level 2 numbering will segregate functions as the individual 6-digits did previously (breakout of old level 1 categories)
  - Level 3 old level 2 (no change except level)
  - Level 4 Center Identifier (no change except level)
- Level 5 thru Level 7 will be Center-defined
  - Call for Center CM&O build-out will be in August and due in mid-September

Appropriation Restructure Summary

- Transitioning from 3 Appropriations to 7
- No changes to PR Process
- No changes to Assessment Process
- No changes to Labor Process – normal business except will need to monitor funding at 6 fund levels instead of 2
- Reimbursables for 09 will receive new WBS elements and all funding will be in the CAS Appropriation

Questions

Closeout/Start-up

Peggy Morrison
4-1418

Closeout/Start-up Committee

- Committee meets weekly on Tuesday mornings at 9:30 am in Building 1152
- POCs for questions/concerns
  - Gene Griffith – Committee Co-Chair
  - Peggy Morrison – Committee Co-Chair
  - Erica Thurmond – FSMO
  - David Bruce – FSMO

Key Upcoming Deadlines

- Complete processing of all Type II and Mass Adjustment data (PP 200818) – September 17
- WebTADS software update 2.7.0 with Leave Allocation functions – September 15
- NSSC cutoff for Center submission of domestic travel vouchers (includes extended TDY) (Management approval stamp) - September 19
- NSSC cutoff for Center submission of approved travel advance requests - September 19
- NSSC processes Travel Vouchers in Travel system for all completed Travel - September 24
- Travel Manager & eTravel interface last runs at noon (Authorizations & Vouchers) - (Note: Per NSSC, they cannot guarantee payment unless the voucher is submitted by September 19.) - September 25

Key Upcoming Deadlines (cont.)

- Last Payment file (AP and Travel) submitted to Treasury (CC) -- Requires coordination with Centers and NSSC for FI invoice transition - September 25
- End User Lockout of SAP and Production Interfaces Stopped - September 30, 11:59 pm
- End Users unlocked and SAP open for business – October 6
- FY09 Funding Available – October 11
- End User Lockout of BW – October 2, 9:00 am
- Sept Month End and Preliminary year end data available in BW – October 14
- Final Year end data available in BW – October 27

WBS Information Needed

- Changes and adds are to be submitted via the Change/Add WBS 2008-09-08v spreadsheet located on the OCFO Web site (@LaRC->OCFO->Frequently Used Forms)
  - Close existing WBSs by removing the appropriate indicator (Procurement, Travel, or Labor)
  - New WBSs that need to be created
  - Indicate the appropriate Fund for all Labor WBSs
- Changes need to be submitted by COB September 23
- New WBS requests need to be submitted by COB September 28
- Submit forms to Avis D. Smith with a "*cc*" to Enette D. Doswell, Michelle T. Johnson, and Cathleen C. Norville, and your Resource Analyst
- Cross Agency Support WBS changes and new requests (CMO, AMO, & CoF) should be submitted to your RM Analyst. The RM Analyst will approve and forward these requests to the appropriate people.

Questions

WebTADS Login Using a VPN

Gene Griffith

4-3266

WebTADS VPN Access Requirement

- OMB requires restricted access to systems that contain Personally Identifiable Information (PII)
- WebTADS contains PII for all NASA employees
- As of 10/13/2008
  - Users accessing WebTADS outside the NASA network will be required to login using Virtual Private Network (VPN)
    - On Travel
    - From Home
  - Users can continue to access WebTADS while within the NASA network as they do today

How to Gain VPN Access

- Fill out LF97
  - 1. Complete Section I, items 'a' - 'm' (self-explanatory)
    - a. Read the conditions of issuance, sign and date ('n' - 'o')
    - b. Submit form to your Supervisor for approval and signature
  - 2. Supervisor Complete Section II, items 'a' - 'g'
  - 3. Submit form to Langley IT Security Manager at MS 164
- You will be notified by e-mail that your two-factor authentication account has been created
  - This communication will give you instructions on how to obtain authentication credentials
  - This communication will give you instructions on how to download and install the virtual private network client software

Questions

eTravel Update

Avis Smith
4-2086

eTravel - Agency

- Delayed Agency deployment
  - Revised implementation -
    - to alleviate demands on staffing involved in fiscal year-end/start-up
    - to allow for a longer Pilot Center (KSC) stabilization period
      - Resolve issues, test and release fixes into production, communicate lessons learned, facilitate smoother Agency deployment
    - to meet vendor restrictions on data load timing based on data load durations identified during the pilot
  - Revised schedule targeted for February – March '09, phased approach -
    - 1st Wave – LaRC (2/12), MSFC and GRC
    - 2nd Wave – JSC, ARC, and DFRC
    - 3rd Wave – GSFC, HQ, NSSC, and SSC

eTravel – Kennedy Space Center (Pilot Center)

- EDS deployed new Online Booking Engine (OBE), *GetThere*, on August 25, 2008
  - Intermittent issues experienced by KSC:
    - Reservations are not passing through the OBE
      - OBE is not sending the Travel Management Center (TMC) (CI Travel) the "*OK to Ticket*" notification, tickets were not being issued
      - Appears to be an integration issue between the OBE and the Worldspan Global Distribution System (GDS)
      - Software correction scheduled to be placed in production on September 19th
    - E-mail notifications for itineraries are not being received (fix in work)
    - Occasional slow system performance
- Agency project team and EDS support on-site at KSC to troubleshoot, document, and resolve issues

E-Travel – Langley Research Center

- LaRC Implementation Team
  - Continuing to participate in Agency system testing
    - Sept 22 – 26, 2008
  - Visiting KSC to stay familiar with system
    - Viewing information in a production mode
    - Reviewing processes to determine benefit to LaRC
    - Documenting lessons learned
  - Continuing to participate in bi-weekly Agency and LaRC team meetings
  - Reviewing current travel processes
    - Invitational travelers
      - **Cannot be manually added to *FedTravelercom;* must be input into NAMS and interfaced into FedTraveler (Process TBD)**
      - **Will be required to sign voucher; cannot be "*SuperApprover*" signed**
      - **More detailed information to be given in future communications**

E-Travel – Langley Research Center

- Upcoming Events
  - Data calls
    - for Fund Certifiers to be identified for new project codes and updates/modifications to existing project codes
    - for updates/verification of Re-delegation of Authority Letter

      NPD 9710.1T – All redelegations are not to exceed six months and must be in writing
  - Training
    - Tentatively to begin during the second week of Jan '09 – Mar '09
    - Instructor–Led/Web-Based, Auditorium/Classroom
    - Procuring Federal Travel Regulation (FTR) and Financial Management Regulation (FMR) training from General Services Administration (GSA)

Questions

Back-up

Financial Users' Network

E-Travel Deployment Factors

Langley Research Center

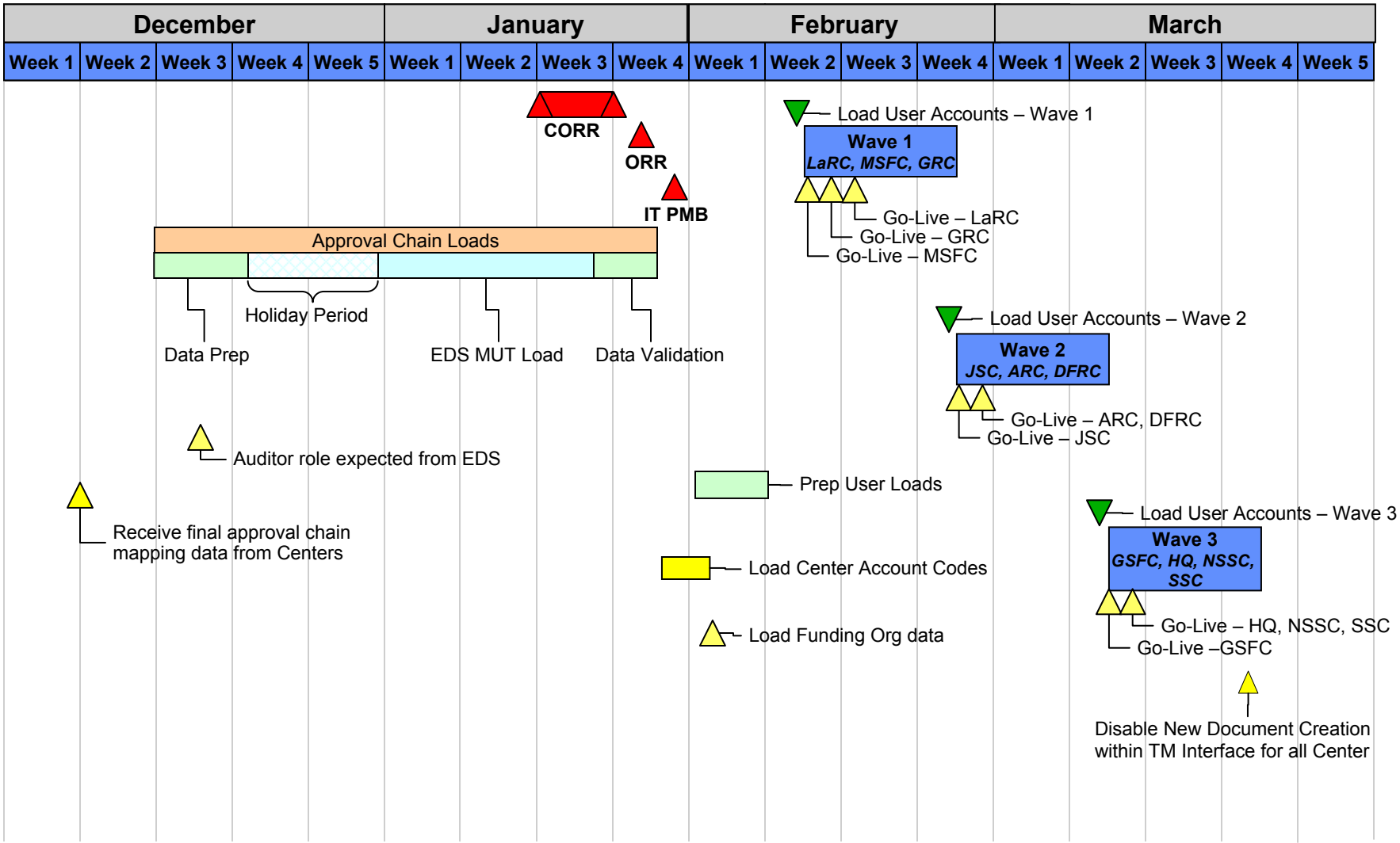
Center	# Users / Processing Time	# Acct. Codes / Processing Time	Center Support Complexity
GRC	Users: 1,255 Data Load: 11.5 hrs	Acct Codes: 2,945 Data Load: 3 hrs	M
LaRC	Users: 1,594 Data Load: 14.5 hrs	Acct Codes: 6,194 Data Load: 6 hrs	H
MSFC	Users: 2,106 Data Load: 19 hrs	Acct Codes: 6,747 Data Load: 6 hrs	M+
ARC	Users: 1,082 Data Load: 10 hrs	Acct Codes: 11,121 Data Load: 10 hrs	M
DFRC	Users: 443 Data Load: 4 hrs	Acct Codes: 3,038 Data Load: 3 hrs	L
JSC	Users: 3,500 Data Load: 32 hrs	Acct Codes: 10,611 Data Load: 10 hrs	H
GSFC	Users: 2,419 Data Load: 22 hrs	Acct Codes: 12,491 Data Load: 12 hrs	H
HQ	Users: 1,937 Data Load: 18 hrs	Acct Codes: 1,304 Data Load: 1 hrs	M
NSSC	Users: 128 Data Load: 1.5 hrs	Acct Codes: 102 Data Load: 0 hrs	L
SSC	Users: 250 Data Load: 2.5 hrs	Acct Codes: 4,109 Data Load: 4 hrs	L
Agency Totals:	**Users: 14,714** **Data Load: 135 hrs**	**Acct Codes: 58,662** **Data Load: 55 hrs**	**H – High, M – Medium, L – Low**

Note: Support complexity is based on Center deployment strategies and user base

E-Travel Deployment Approach

Financial Users' Network

Langley Research Center



E-Travel Phased Approach

- Centers grouped into three deployment phases
  - Grouping of Centers based on user data load and account code size / estimated processing time and support complexity
- Each phase will ensure time for data processing and initial Center stabilization

Deployment Phase	Center	*Go-Live*	On-Site EDS Customer Support
Wave 1	MSFC	02/10	02/10 – 02/23
	GRC	02/11	02/11 – 02/24
	LaRC	02/12	02/12 – 02/25
Wave 2	JSC	02/24	02/24 – 03/09
	ARC	02/25	02/25 – 03/10
	DFRC	02/25	02/25 – 03/10
Wave 3	GSFC	03/10	03/10 – 03/23
	HQ	03/11	03/11 – 03/24
	NSSC	03/11	03/11 – 03/24
	SSC	03/11	03/11 – 03/24

Langley Integrated Financial Environment (LIFE)

Robin Land

4-7632

What is LIFE?

- LIFE is the integration of the current OCFO and IEMP Web sites into a single financial portal
  - OCFO Web site: (http://ocfo.larc.nasa.gov/index.cfm)
  - IEMP Web site: (http://ifmp.larc.nasa.gov/news/index.cfm)

What is the Purpose of LIFE?

- Meet the financial information needs of its internal customers by eliminating redundant resources and by presenting information in a way that does not result in a significant increase in stress from its use
- Resolve issues with the current sites
- Keep content current

The Journey to LIFE

- Performed WebTrends Analysis on Current Sites
- Identified a Document Archive Approach
- Designed Site Prototypes
- Reviewed other Commercial and Government Sites
- Conducted Focus Groups
- Conduct Beta Testing (mid-Oct)

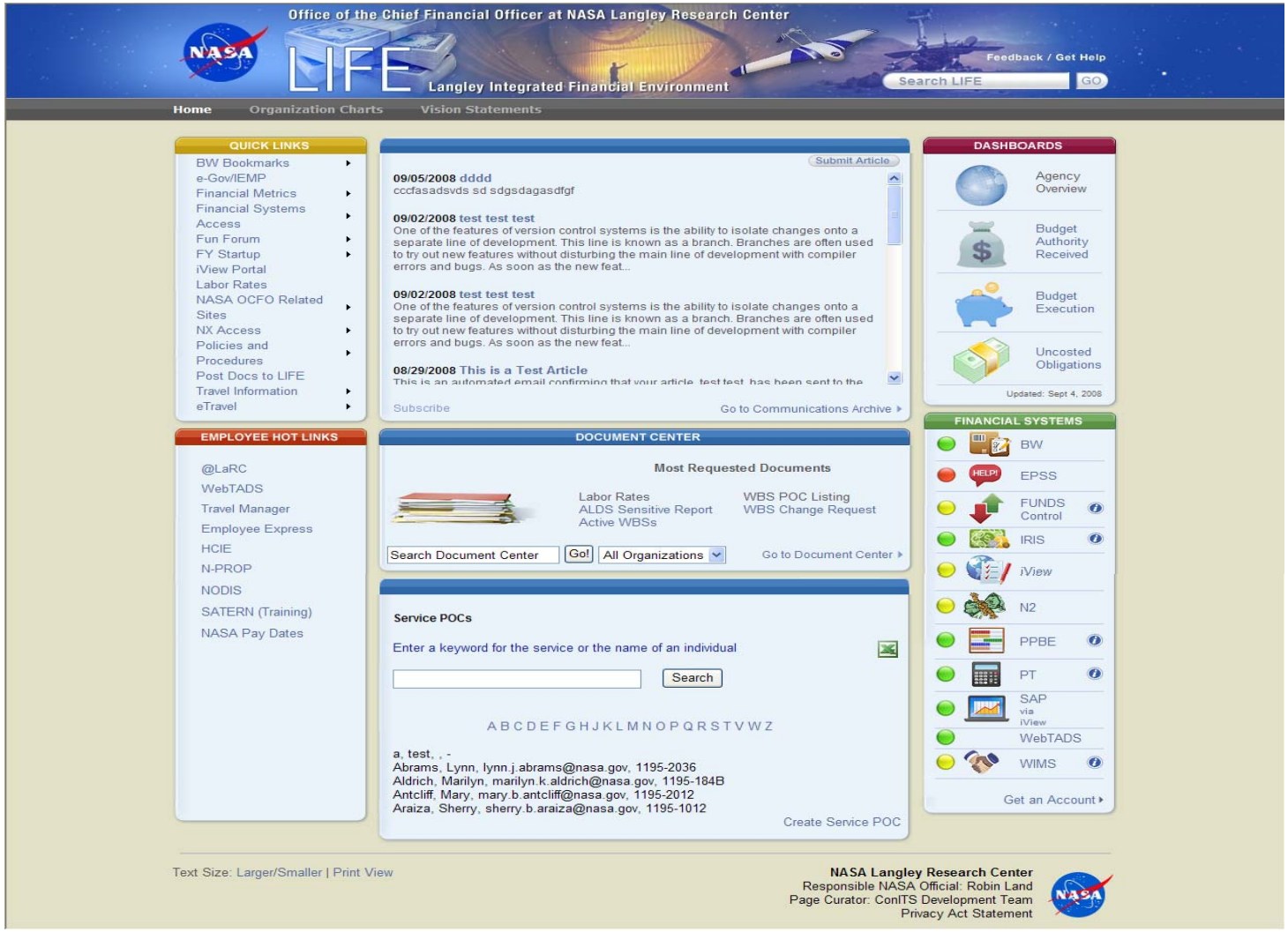
Behind the Scenes at LIFE

- A LIFE Site Manager

Autumn Picotte
LIFE Site Manager

- A Content Management System
  - Add / Remove/ Update Links and Content as needed
- Processes to Keep Content Current
  - Document Expiration Process
  - Functional Service Providers Update Process
  - Monthly WebTrends Analysis

A Look at LIFE



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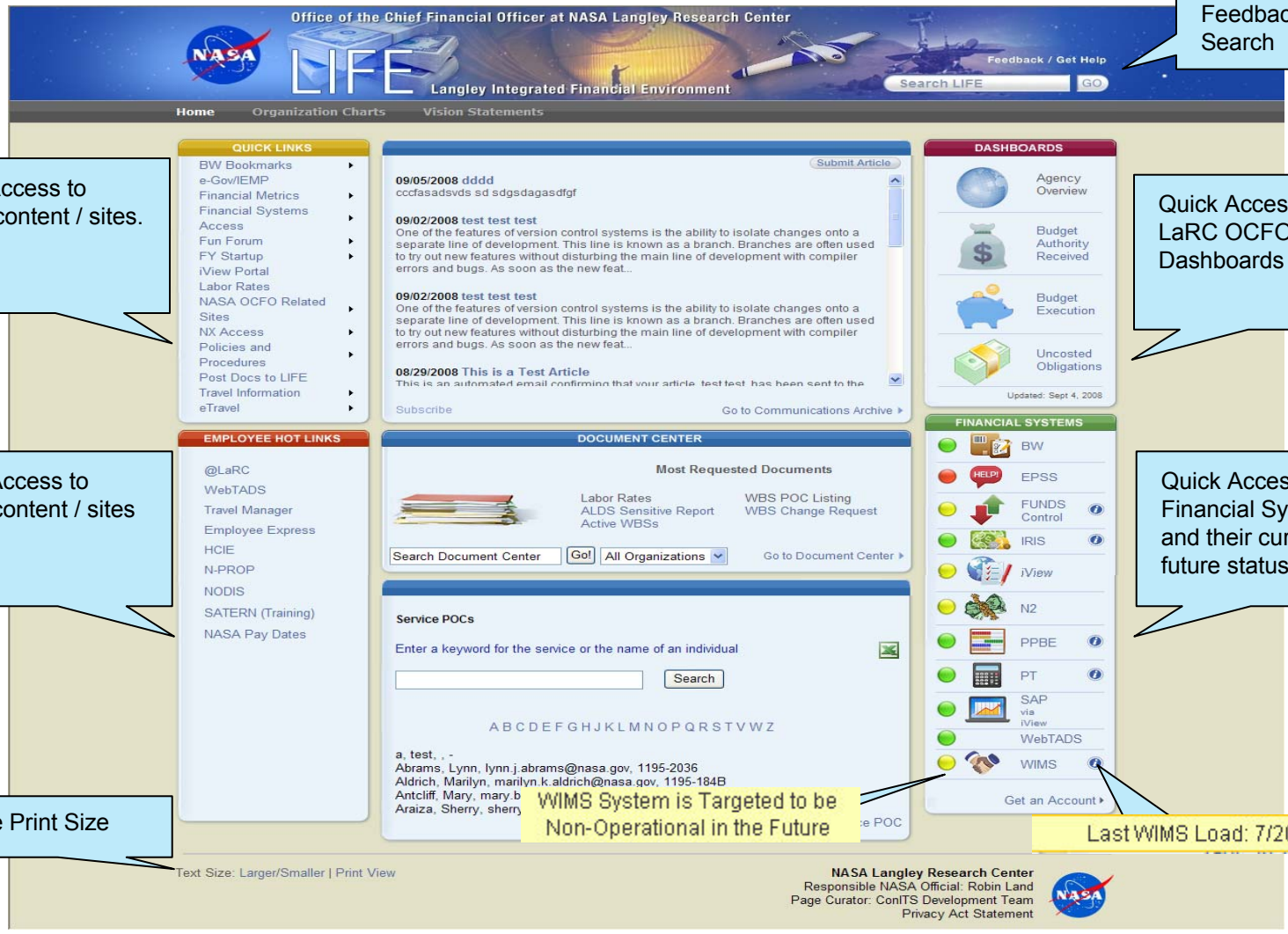


Feedback / Help / Search

Quick Access to OCFO content / sites.

Quick Access to LaRC OCFO Dashboards

Quick Access to NASA content / sites

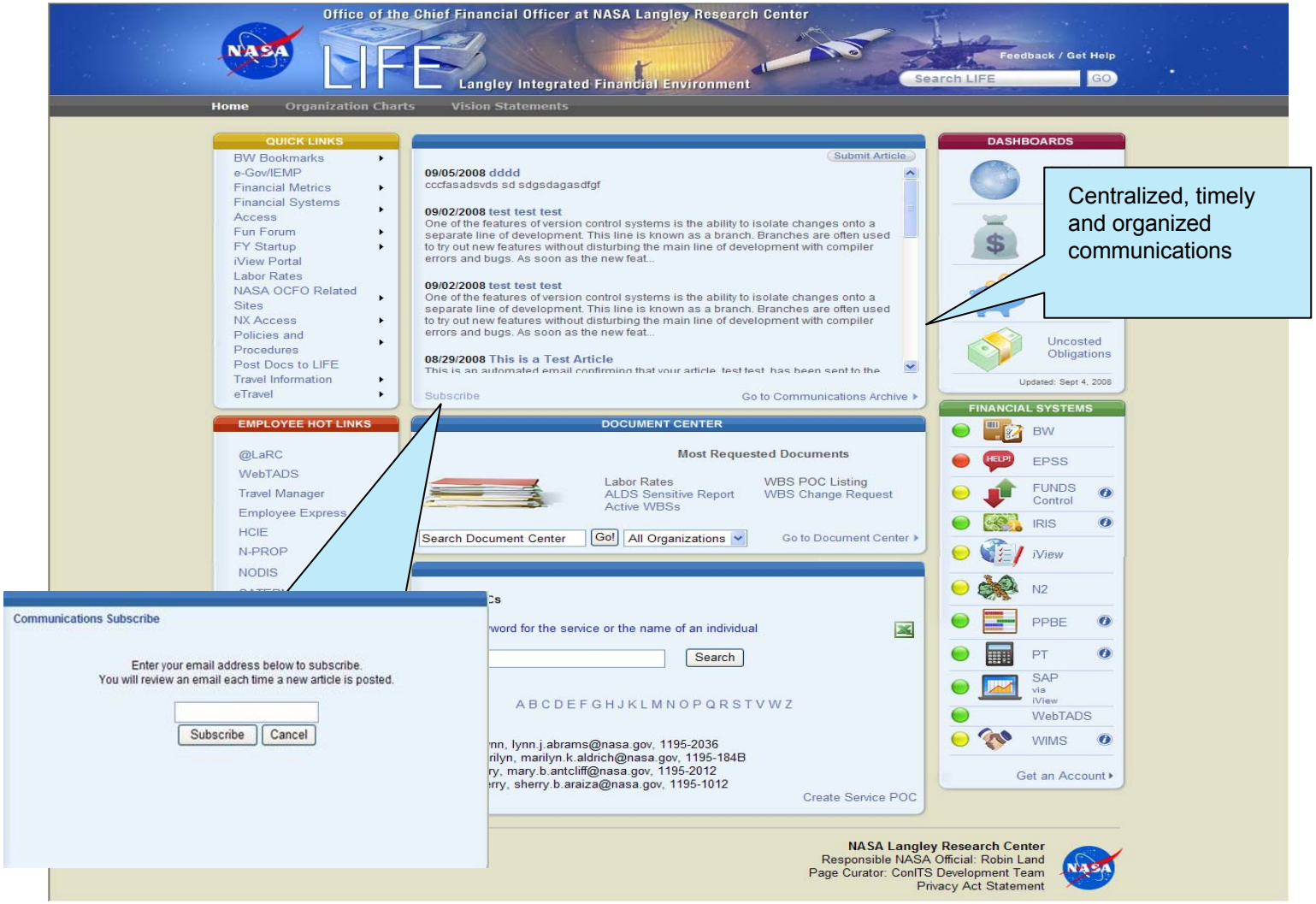
Quick Access to Financial Systems and their current / future status

WIMS System is Targeted to be Non-Operational in the Future

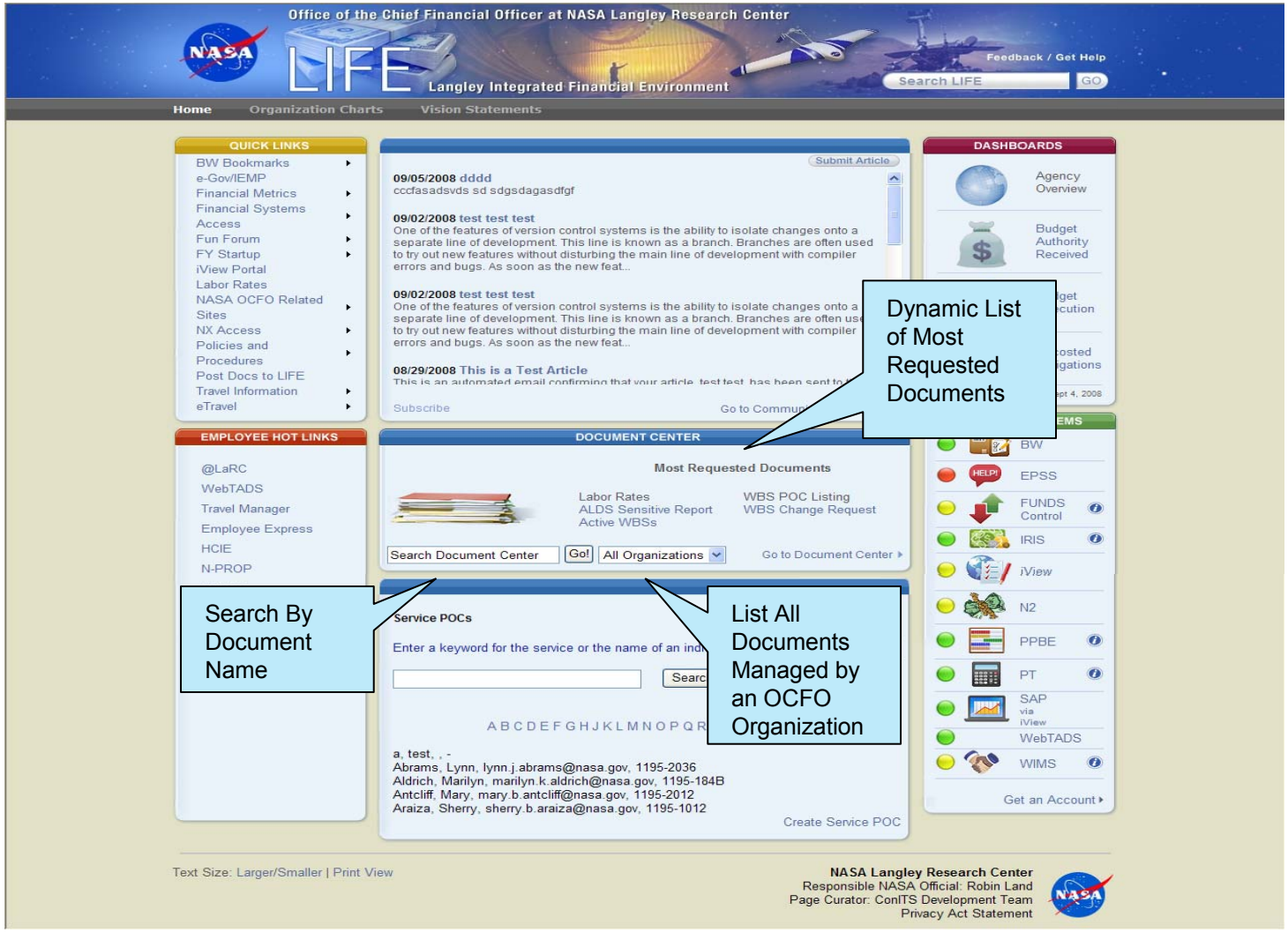
Last WIMS Load: 7/20/08

Change Print Size

A Look at LIFE



A Look at LIFE



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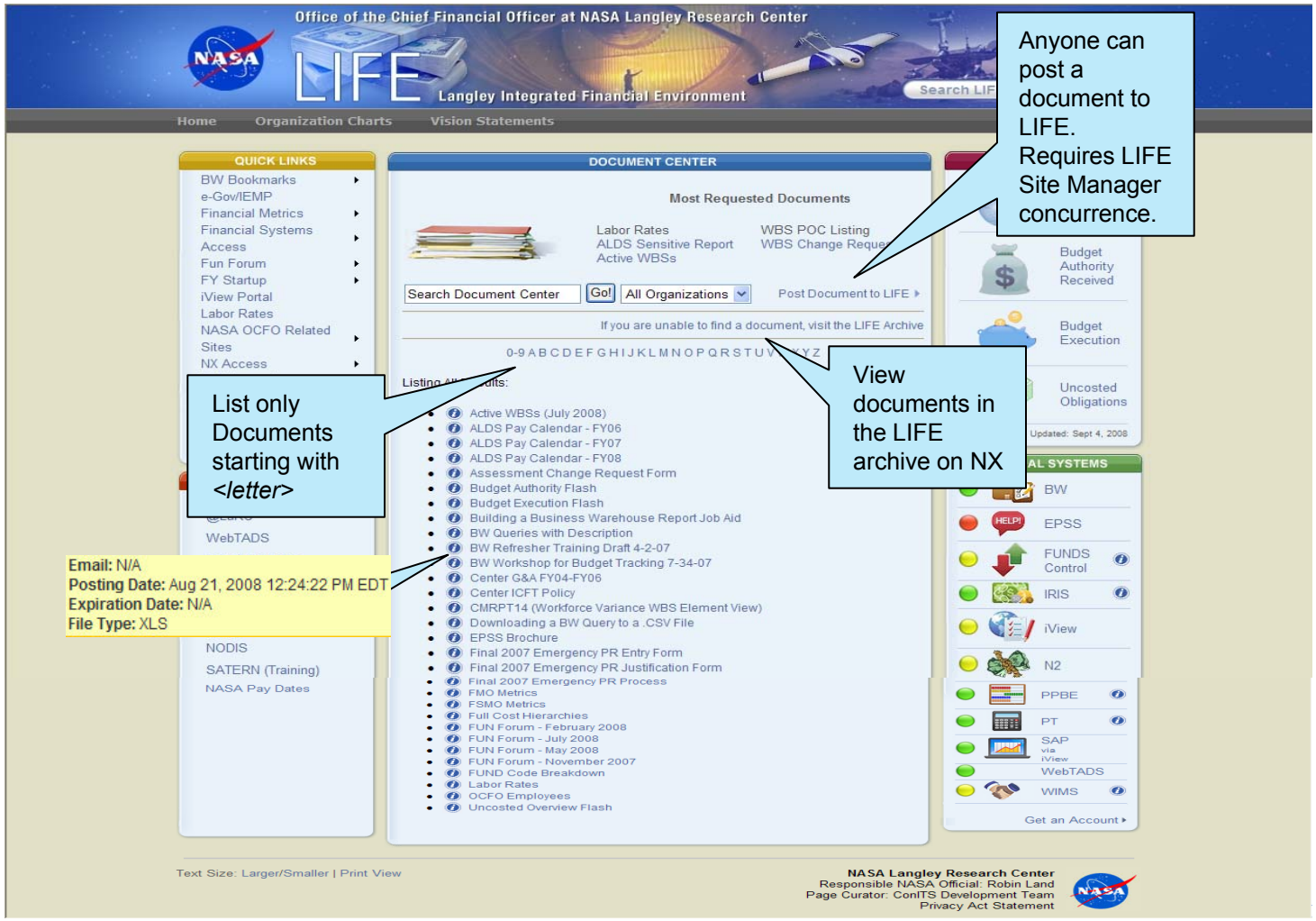

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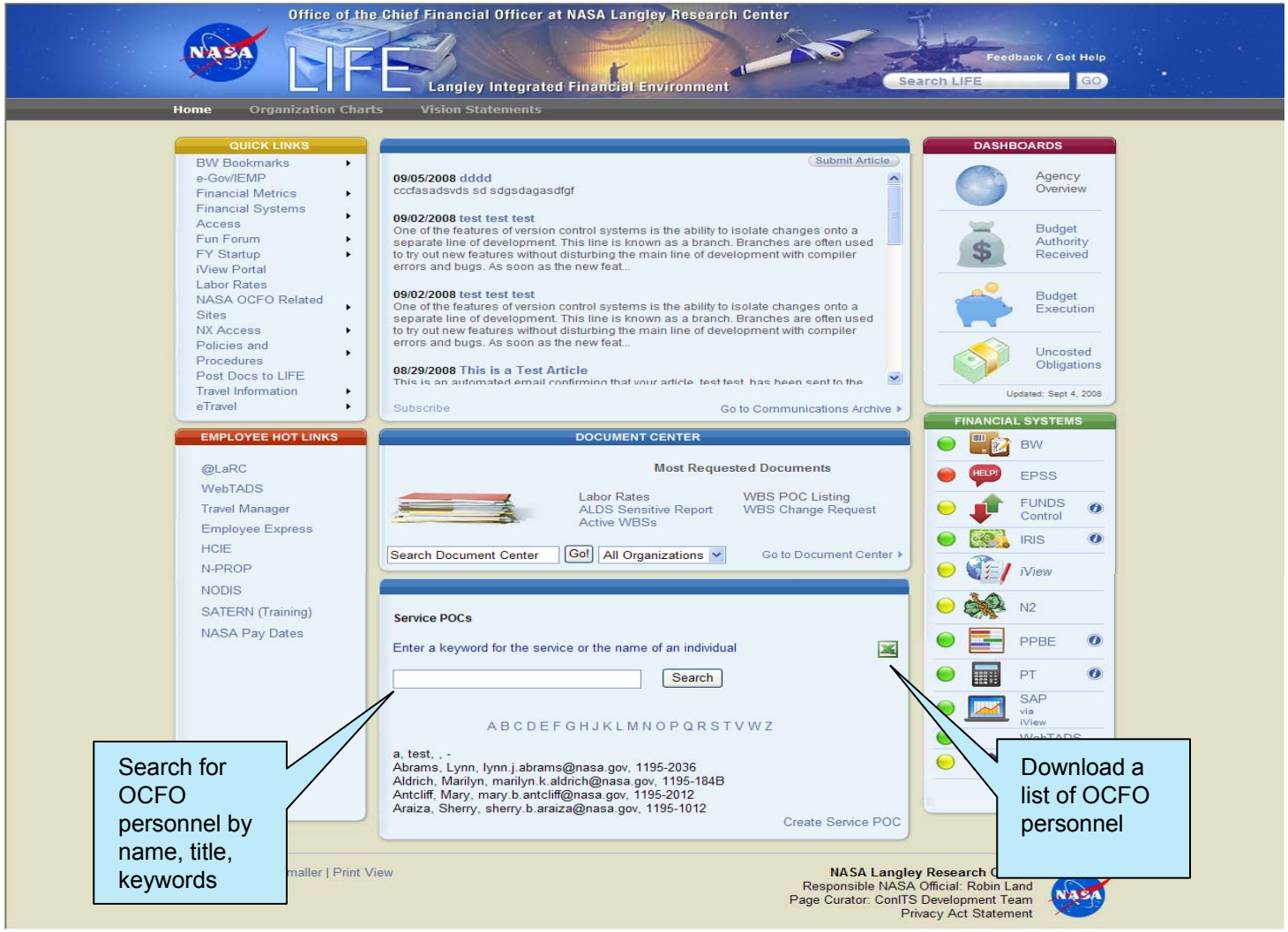

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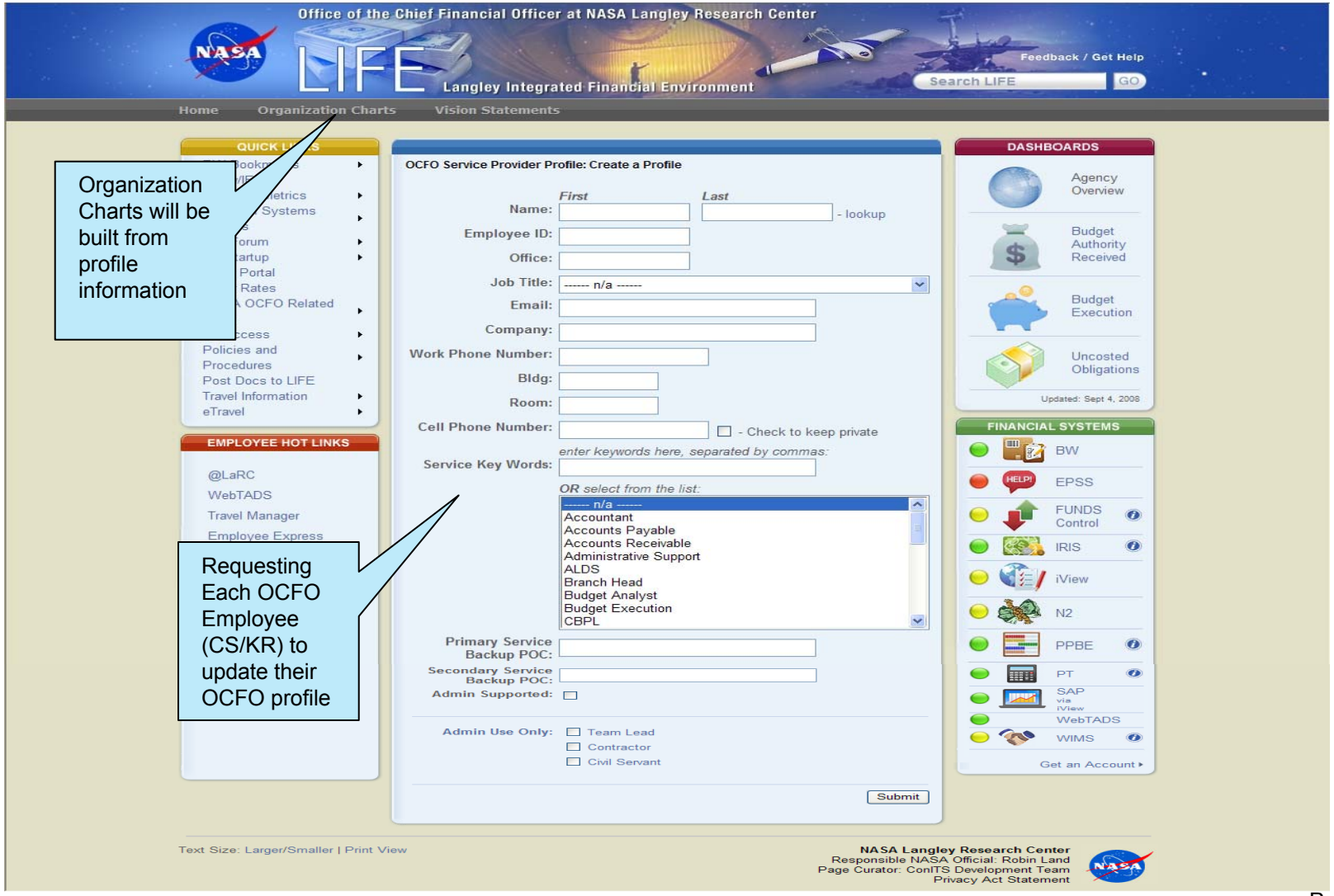
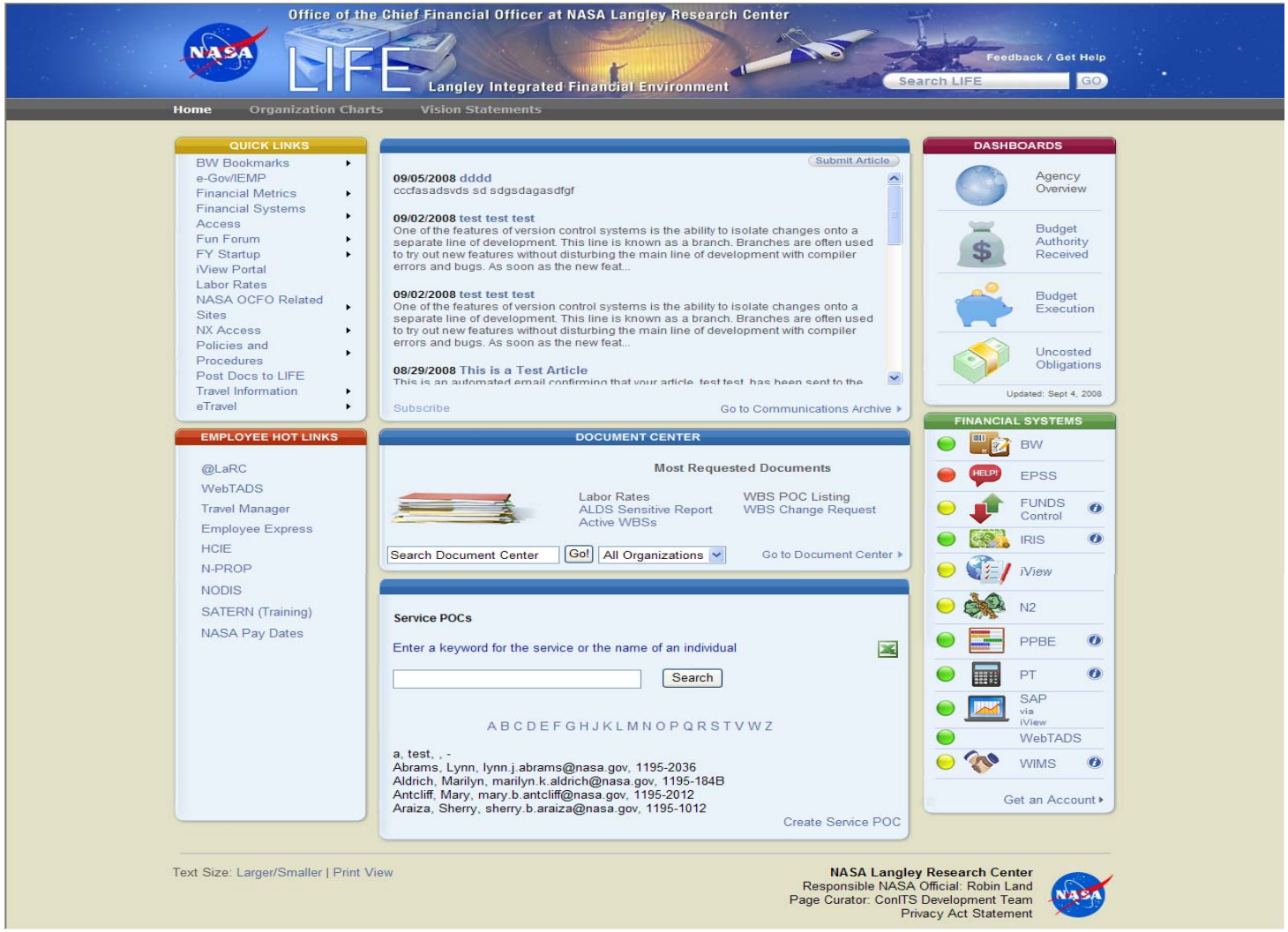


Organization Charts will be built from profile information

Requesting Each OCFO Employee (CS/KR) to update their OCFO profile

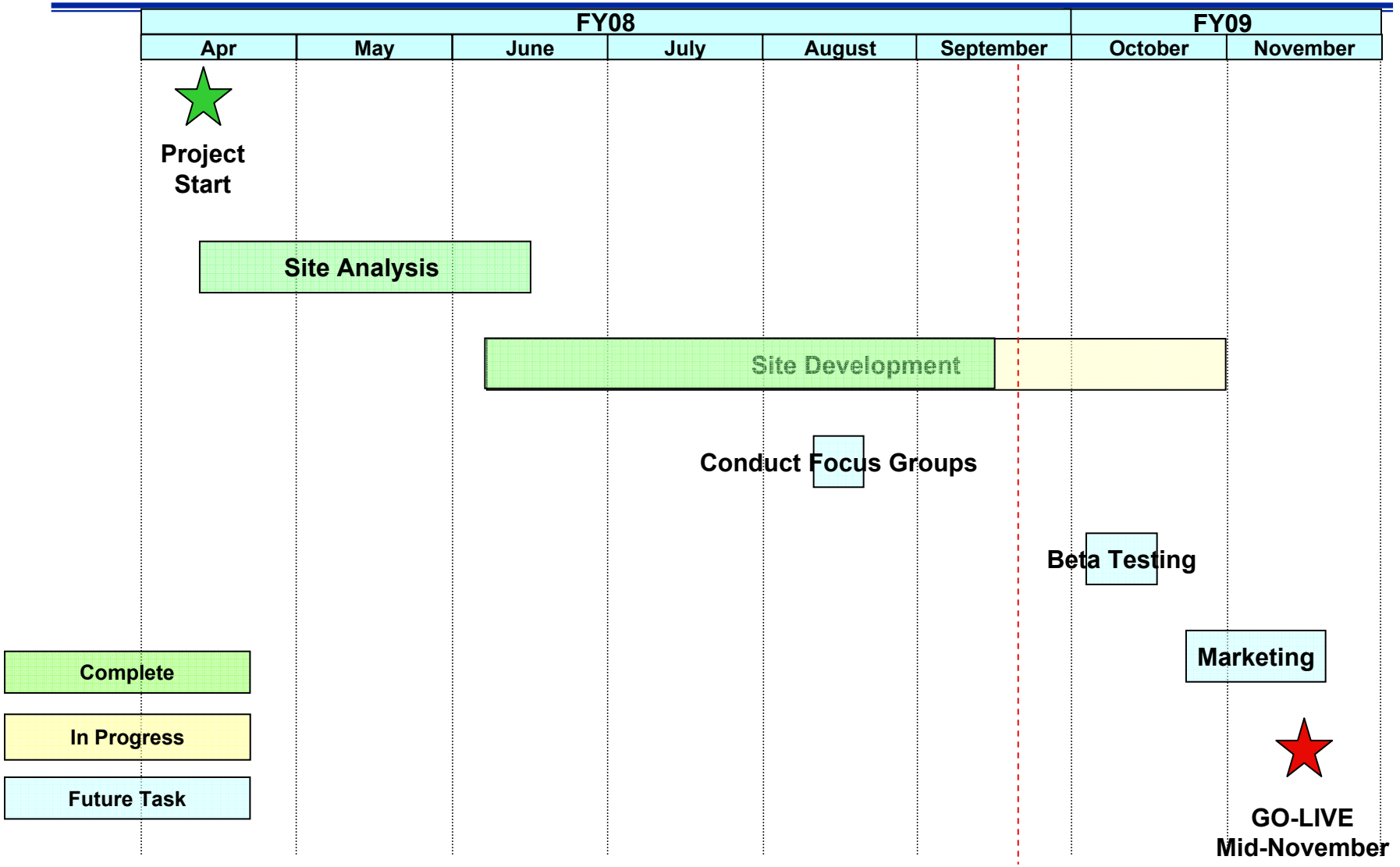
And That Is LIFE!



The Schedule of LIFE

Financial Users' Network

Langley Research Center



Questions

Questions/Wrap Up/ Upcoming Topics

- Questions?
- Next meeting – December (date TBD)
- Topics for next meeting?